

CM/ECF
FOR
ATTORNEYS

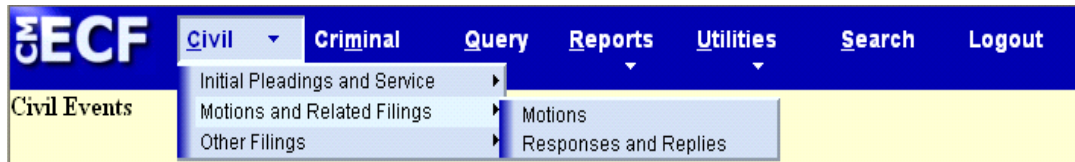
UPGRADE - VERSION 3.1

February 11, 2008
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1. Cascading Menu System

Much like the Microsoft Windows Start menu, the new cascading menu system allows you to navigate from one CM/ECF menu item to another by hovering over the main blue menu bar and selecting specific menu items from the cascading menus. (The legacy static menu functionality is preserved, and can be accessed with a click on the blue menu bar item.)



2. Case Number Look-ups C

Almost every screen with a case number look-up field has been modified to reduce the number of screens that you see when entering and selecting case numbers. Instead of entering a case number, such as 07-4001, and then being presented with several subsequent screens to select the full case number (for example, 4:07-cv-4001), all possible case number matches will be displayed on the same screen as the initial look-up field. You can select the proper case number and then select other criteria on the screen when running a report or query. With this new functionality, you will be presented with as many as three fewer screens when running reports or queries.

For multi-defendant criminal cases, clicking the + beside the main case number expands the list of cases to display all of the defendants. Once the list of defendant is expanded, clicking on the - beside the main case number collapses the list of defendants so only the main case number is visible.

You can type in or paste complete case numbers to quickly retrieve the desired case. For criminal cases, a defendant number can be entered, preceded by a hyphen (e.g., 4:07-cr-40001-2). To enter multiple defendants, use commas to separate the defendant numbers (e.g., 4:07-cr-40001-2,3,5).

3. Notice of Electronic Filing

Beginning with this release, Release 3.1, only case participants will receive one free look at documents that are accessed via the Notice of Electronic Filing (NEF). Text on the NEF explains the new functionality.

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

New Text at the Top of the Daily Summary Report:

NOTE TO PUBLIC ACCESS USERS

This Daily Summary Report may contain documents for which one or more of the following policies apply:

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

There is no charge for viewing opinions.

You will be charged for viewing transcripts according to the total number of pages; the usual 'free look' and 30 page limit do not apply.

New Text on the E-mail Information Screen in Maintain Your Account / Maintain Your E-mail for the Primary Email Address (when the Additional Cases option has been selected): The 'free look' does not apply when viewing documents in these cases.

New Text on the E-mail Information Screen in Maintain Your Account / Maintain your E-mail for the Secondary Email Address (when the Additional Cases option has been selected): The 'free look' does not apply when viewing documents in cases for which you are not a participant.

4. Reports

4.1 Calendar Events Report

You can now choose whether docket text is included in the report output for the Calendar Events report.

Calendar Events Report

Case number

Office

Calendar events

Nature of suit

Set to

☐ Both ☐ AM ☐ PM

Time ☐ AM ☐ PM

☒ Include docket text

Sort by

4.2 Civil Cases Report

You can now run the Civil Cases Report based on Jurisdiction code:

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office

Case type

Nature of suit

Cause

Jurisdiction

Case flags

Terminal digit(s)

Filed to

Sort by

Output Format ☒ Formatted Display
☐ Data Only

4.3 Criminal Cases Report

You can now run the Criminal Cases Report based on citation code:

Criminal Cases Report

Warning: This report is not subject to the 30 page billing cap.
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office

Case types

Case flags

Citation

Count Status ☒ Pending ☐ Disposed

Filed to

Terminal digit(s) ☒ Pending defendants
☐ Terminated defendants
☐ Fugitive defendants
☒ Non-Fugitive defendants

Sort by

Output Format ☒ Formatted Display
☐ Data Only

4.4 Docket Report

If party addresses are entered into the system, those addresses will print under the party name on the docket report.

Similar to PDF document headers, headers are now available for the new PDF version of the Docket Report. You have a selection of format options on the Docket Report, HTML (unpaginated) which is what you are use to seeing, or the new PDF (paginated) format. If you select this format, headers will be added to the report.

Docket Sheet

Case number:

☒ Filed to

☐ Entered to

Documents to

Include:

- ☒ Parties and counsel
- ☒ Terminated parties
- ☐ List of member cases
- ☐ Links to Notices of Electronic Filing

Document options:

- ☐ Include headers when displaying PDF documents
- ☐ View multiple documents

Format:

- ☒ HTML (unpaginated)
- ☐ PDF (paginated)

Sort by:

4.4.1 Viewing and/or Downloading All Documents for a Single Docket Entry

You can now view all of the documents for a single docket entry at the same time. If you click on a document number hyperlink (either from the Docket Report or from the Docket Activity Report), two new buttons appear at the bottom of the Document Selection Menu screen: **View All** and **Download All**:

Document Selection Menu

Select the document you wish to view.

| Part | Description | |
|-------------------|---------------|---------|
| 1 | Main Document | 1 page |
| 2 | Exhibit | 4 pages |
| 3 | Supplement | 6 pages |
| 4 | Supplement | 2 pages |

or 13 pages

If you click **View All**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If you click **View Document**, the main document and all of the PDF attachments for the docket entry are combined into a single PDF and displayed on the screen. You may print the documents from the screen:

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a navigation bar with 'Query', 'Reports', 'Utilities', and 'Logout'. Below the bar, a message states: 'To accept charges shown below, click on 'View Document', otherwise click the 'Back' button on your browser.' The main content area displays summary statistics: 'Total Billable Pages: 13' and 'Total Cost: 1.04'. A 'View Document' button is visible. Below this, two 'Pacer Service Center Transaction Receipt' forms are shown. Each receipt includes a date stamp 'Fri Apr 6 13:09:21 EDT 2007' and fields for 'Pacer Login', 'Client Code', 'Description', 'Case Number', 'Billable Pages', and 'Cost'.

| Pacer Service Center | |
|-----------------------------|--------------------------------|
| Transaction Receipt | |
| Fri Apr 6 13:09:21 EDT 2007 | |
| Pacer Login: | Client Code: |
| Description: Image5-0 | Case Number: T-07-cv-01005-EDE |
| Billable Pages: 3 | Cost: 0.08 |

| Pacer Service Center | |
|-----------------------------|--------------------------------|
| Transaction Receipt | |
| Fri Apr 6 13:09:21 EDT 2007 | |
| Pacer Login: | Client Code: |
| Description: Image5-1 | Case Number: T-07-cv-01005-EDE |
| Billable Pages: 4 | Cost: 0.33 |

If you click **Download All**, a confirmation screen is displayed with multiple receipts, one per document, the total billable pages, and the total cost. If you click **Download Documents**, the main document and all of the PDF attachments for the docket entry are combined in a ZIP file and a dialogue box, similar to the one below, is displayed for you to select a destination directory for the ZIP file:

The screenshot shows a Firefox browser window with the ECF interface in the background. A dialog box titled 'Opening T-07-cv-01005-EDE.zip' is open. The dialog contains the following text: 'You have chosen to open', followed by a file icon, 'T-07-cv-01005-EDE.zip', 'which is a: WinZip File', and 'from: https://aocd.uscourts.gov'. Below this, it asks 'What should Firefox do with this file?'. There are three radio button options: 'Open with' (selected), 'Save to Disk', and 'Do this automatically for files like this from now on'. The 'Open with' option has a dropdown menu showing 'WinZip (default)'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

4.4.2

Viewing and/or Downloading All Documents for Multiple Docket Entries

You can now view and print all of the documents for multiple docket entries at the same time by clicking on the new *View multiple documents* checkbox on the Docket Report selection criteria screen. The Docket report output will be in HTML format and will include a new column, between the document number column and the docket text column. For each docket entry with a document, a checkbox appears in this column. You can select the docket entries for which the documents should be combined into a single PDF:

| Date Filed | # | | Docket Text |
|------------|-------------------|-------------------------------------|--|
| 03/07/2007 | 1 | <input checked="" type="checkbox"/> | COMPLAINT against Pierre de Fermat (Filing fee \$ 350.), filed by Blaise Pascal. (Descartes, Rene) (Entered: 03/07/2007) |
| 03/12/2007 | 2 | <input type="checkbox"/> | MOTION for Disclosure by Blaise Pascal. Motions referred to Emily O Eleven. (Descartes, Rene) (Entered: 03/12/2007) |
| 03/21/2007 | 3 | <input type="checkbox"/> | AFFIDAVIT of Service for Complaint served on Pierre de Fermat on 3/12/07, filed by Blaise Pascal. (Descartes, Rene) (Entered: 03/21/2007) |
| 03/21/2007 | 4 | <input type="checkbox"/> | ANSWER to 1 Complaint by Pierre de Fermat. (Kepler, Johannes) (Entered: 03/21/2007) |
| 03/21/2007 | 2 | <input checked="" type="checkbox"/> | MOTION to Dismiss by Pierre de Fermat. Motions referred to Emily O Eleven. Responses due by 4/4/2007 (Attachments: # 1 Exhibit # 2 Supplement # 3 Supplement) (Kepler, Johannes) (Entered: 03/21/2007) |
| 03/28/2007 | | | Judge Zachary G Zeta no longer assigned to case. (BCG) (Entered: 03/28/2007) |
| 04/06/2007 | | | Judge Oliver A Omega added. (BCG) (Entered: 04/06/2007) |

View Selected

Download Selected

Two
buttons

appear at the end of the Docket Report: **View Selected** and **Download Selected**. If you click **View Selected**, a confirmation screen is displayed with multiple receipts (one for each document), the total billable pages, and the total cost (the screen is similar to the following):

ECF Query Reports Utilities Logout

To accept charges shown below, click on "View Document", otherwise click the "Back" button on your browser.

Total Billable Pages: 13
Total Cost: 1.04

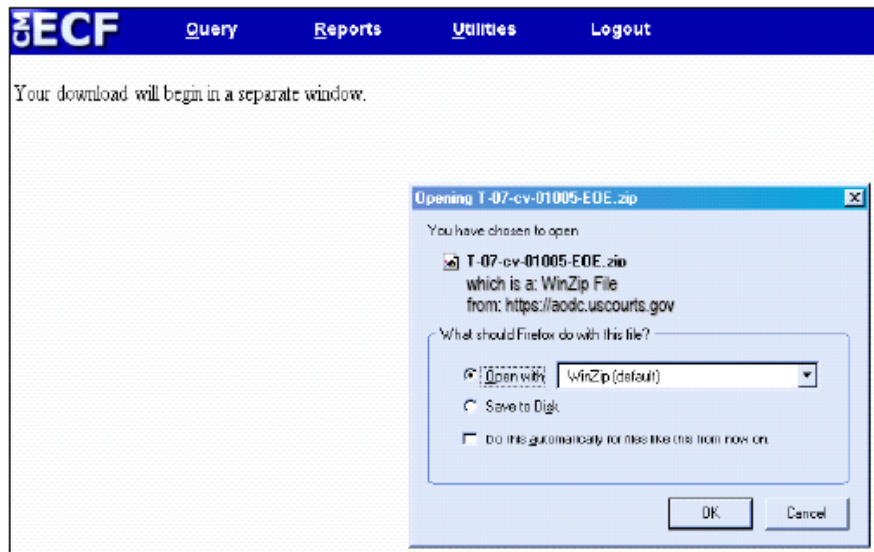
[View Document](#)

| Pacer Service Center | | | |
|-----------------------------|----------|--------------|-------------------|
| Transaction Receipt | | | |
| Fri Apr 6 11:08:21 EDT 2007 | | | |
| Pacer Login: | | Client Code: | |
| Description: | Image5-0 | Case Number: | T 07-cv-01005-BOE |
| Billable Pages: | 1 | Cost: | 0.08 |

| Pacer Service Center | | | |
|-----------------------------|----------|--------------|-------------------|
| Transaction Receipt | | | |
| Fri Apr 6 11:08:21 EDT 2007 | | | |
| Pacer Login: | | Client Code: | |
| Description: | Image5-1 | Case Number: | T 07-cv-01005-BOE |
| Billable Pages: | 4 | Cost: | 0.33 |

If you click **View Document** on the confirmation screen, the selected documents (and all attachments) are combined into a single PDF and displayed on the screen. You may print the documents from the screen.

If you click **Download Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. The screen is similar to the one above. If you click **Download Documents** on the confirmation screen, the selected documents (including all attachments) are combined in a ZIP file and a dialogue box is displayed for you to select a destination directory for the ZIP file, similar to the following:



Once you select a destination directory and filename, the ZIP file is saved in the specified location. The ZIP file is stored in a format that results in separate component files upon decompression.

5 User Interface Enhancements

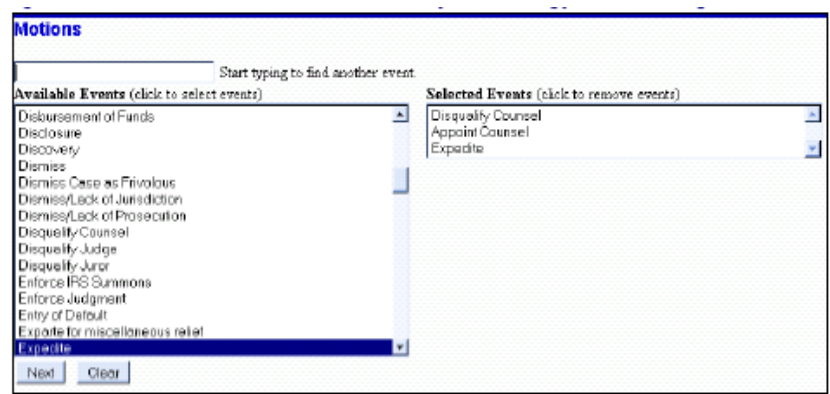
5.1 Docket Event Search

With the new docket event search functionality, you can enter one or more characters in the docket event search field during docketing to execute more precise searches when selecting event subtypes to docket. If you enter characters in the text field, the list of events is filtered to display those events that match the character pattern.

The order in which events are added to the *Selected Events* list is the order in

which they will be docketed, and the order in which they will appear in the docket text. The mouse or keyboard can be used to search for and select events.

In the figure below, the user has searched for and selected *Disqualify Counsel*, *Appoint Counsel*, and *Expedite*:



5.2 Universal Event and Menu Search

The new Event and Menu Search utility, labeled **Search**, is available from the main blue menu bar. When clicked, a small pop-up window appears, and you can enter text to search on. Once you enter text in the search box and click the **Search** button (or Enter on the keyboard) the results are displayed on the screen, with the search string characters highlighted. Each item is a hyperlink to the corresponding menu item or event, so you can access the menu item or event right from the search results screen. The figure below shows the **Search** pop-up (partial) and the results for a search on 'dis':



6. Cross-Document Hyperlinks

CM/ECF users can now file a document that includes a hyperlink to a previously filed document(s) in the same case or another case that resides in the CM/ECF system where the filing is being entered, or on any other court's CM/ECF system.

Details about the new functionality:

- The hyperlink, as set by the filer, may link to the start of the document or to a specific page in the document.
- A filer can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (e.g. a Memorandum in Support of Summary Judgment may have hyperlinks to the attached documents that are part of the same docketing transaction).
- Immediately after a document is filed in CM/ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
- You cannot access a hyperlink to a restricted document unless you have the appropriate permissions.

General assumptions about cross-document hyperlink usage:

- Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- The changes for Release 3.1 only pertain to hyperlinks to CM/ECF documents; the ability to file documents with hyperlinks to any external URL (e.g. Westlaw, Lexis) are not affected by the new cross-document hyperlink functionality.
- The CM/ECF application will not verify the validity of URLs included as hyperlinks within documents filed in CM/ECF.
- This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the documents are converted to PDF format.

6.1 Creating Hyperlinks to Documents Already in the Electronic Case File

A file can be linked to another document in any database in the federal courts - District, Bankruptcy and/or Appellate. To create a link between a document being filed in CM/ECF and a document that already exists in CM/ECF, follow the steps in section 6.1.1 for Corel WordPerfect or section 6.1.2 for Microsoft Word.

NOTE: You should not copy hyperlinks from NEFs. The document hyperlinks in

NEFs contain special information that allows them to provide one “free look” to qualified recipients of the NEF. Instead of copying hyperlinks in NEFs, you should run a report in CM/ECF, such as the Docket Report, and copy the document number hyperlink from the report.

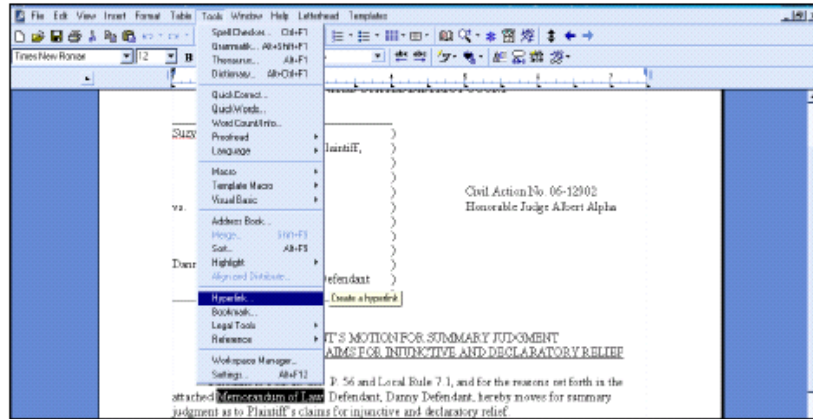
6.1.1 Using WordPerfect to Create Hyperlinks to Existing CM/ECF Documents

1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.
2. Locate the document among the docket entries.
3. Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (IE or Netscape) or **Copy Link Location** (Firefox) from the selection list.



4. In WordPerfect, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.

5. Click **Tools** on the toolbar and select **Hyperlink** from the dropdown selection list.

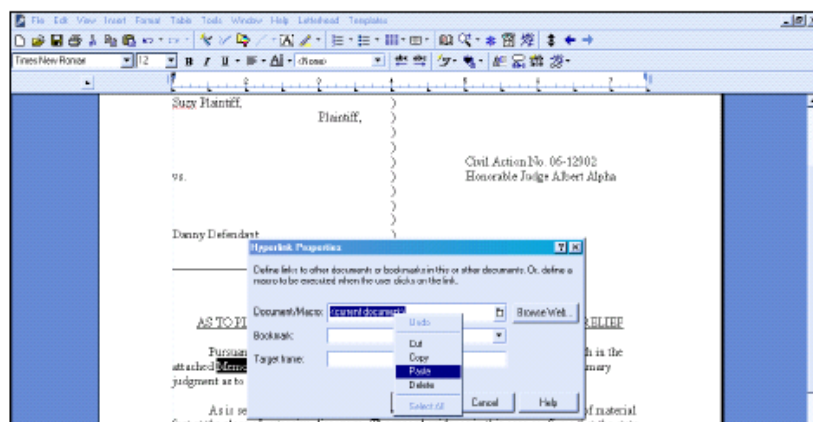


6. The Hyperlink Properties window opens. Paste the URL into the *Document/Macro* field (by clicking the right mouse button and selecting **Paste** or by using the **Ctrl + V** command). (See the screen below.) You can append to the URL a citation to a specific page number within the document, if necessary.

To do this, enter **?page=<page number>** at the end of the URL, for example:

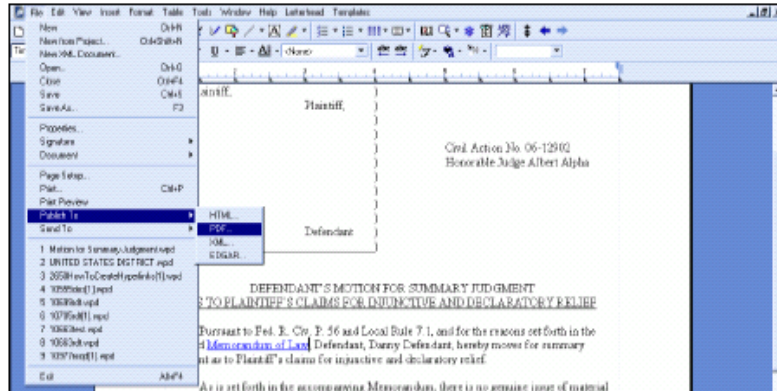
<https://usdc.uscourts.gov/doc1/100103032?incHeader=y?page=23>.

Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.



7. Save the word processing document.
8. To convert the WordPerfect document to PDF format, click **File** on the toolbar, select **Publish to** and then **PDF ...** from the dropdown

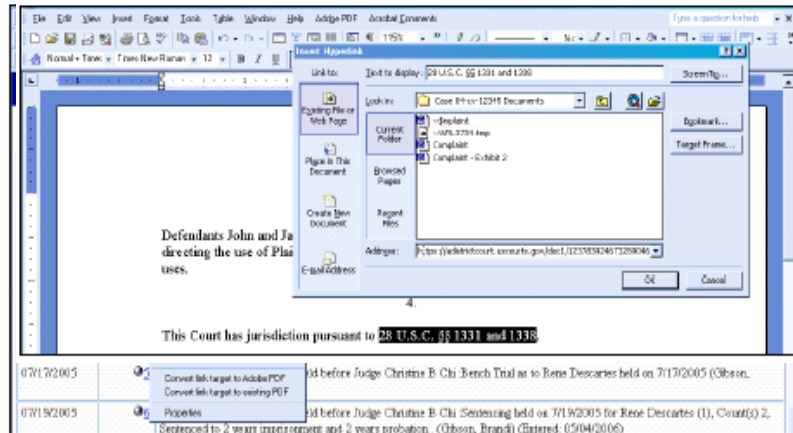
selection list, or **Publish to PDF** (the selection depends on the version of WordPerfect you are using.) Navigate, if necessary, and store the PDF document in a local directory. **Do not print a WordPerfect document to Adobe PDF Writer. You must use Publish to PDF if the document contains a hyperlink.** Printing to PDF is permitted if the document does not contain hyperlinks.



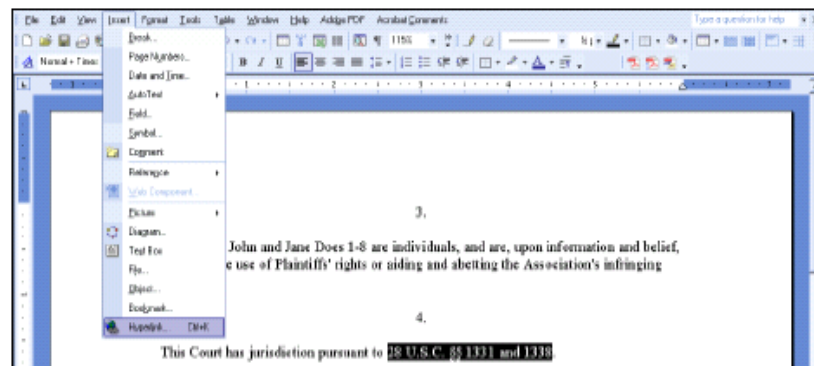
9. Docket an event in CM/ECF and add the PDF to the docket entry as usual.

6.1.2 Using Microsoft Word to Create Hyperlinks to Existing CM/ECF Documents

1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.
2. Locate the document among the docket entries.
3. Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Link Location** (Firefox) from the selection list. (Note: The document link displays after the filed date and is represented by a number with an underscore, e.g. 2).

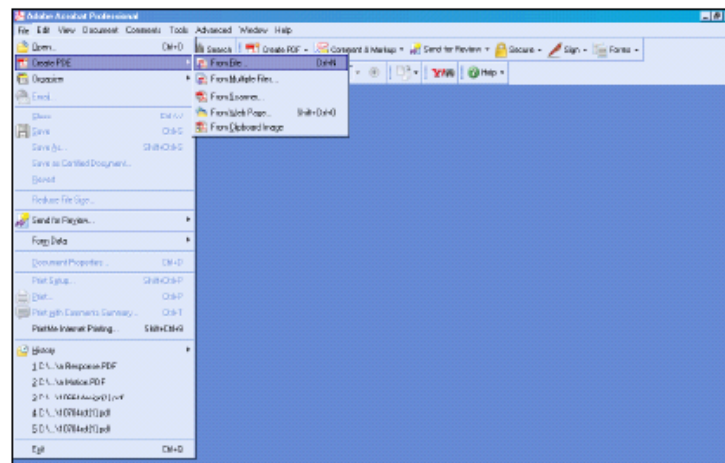


4. In Microsoft Word, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.
5. Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.



6. The **Insert Hyperlink** window opens. Paste the URL into the **Address** field (by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl + V** command). The URL of the CM/ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>** at the end of the URL, for example: <https://ap10-dev-dcn.td.ocads.ao.dcn/doc1/00103032?incHeader=y?page=23>. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.

7. Save and close the word processing document.
8. **To convert the Word document to PDF format, the Adobe Acrobat application must be used.** There are a number of ways to convert a Word document; the following illustrates conversion from within Adobe Acrobat. (Note: if the document is open when the next step is executed, an error message is returned. The Word file must be closed before converting it to PDF.)
9. Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File ...**.



10. A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. Select the document and click the **Open** button.
11. A series of windows open as the document is converted. When the conversion is complete, the document is displayed in an Adobe Acrobat window. (Note: the hyperlink is converted automatically).
12. Close the Adobe file. Respond **Yes** to the save changes message

and store the PDF document in the appropriate directory/file.

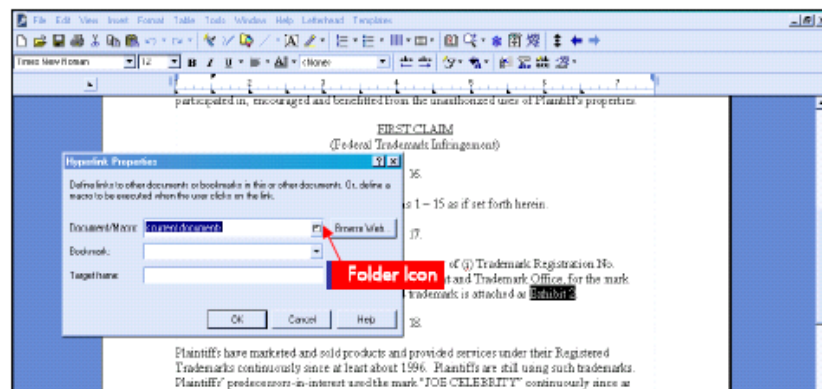
13. Docket an event in CM/ECF and upload the PDF file to the docket entry as usual.

6.2 Creating Hyperlinks between Documents Filed in the Same Event

It is possible to link two or more documents to be filed in the same event (e.g., create a hyperlink in the main document to an attachment) even when those documents were not filed previously in CM/ECF. To link documents being filed in the same docket event, follow the instructions in section 6.2.1 for WordPerfect or section 6.2.2 for Word.

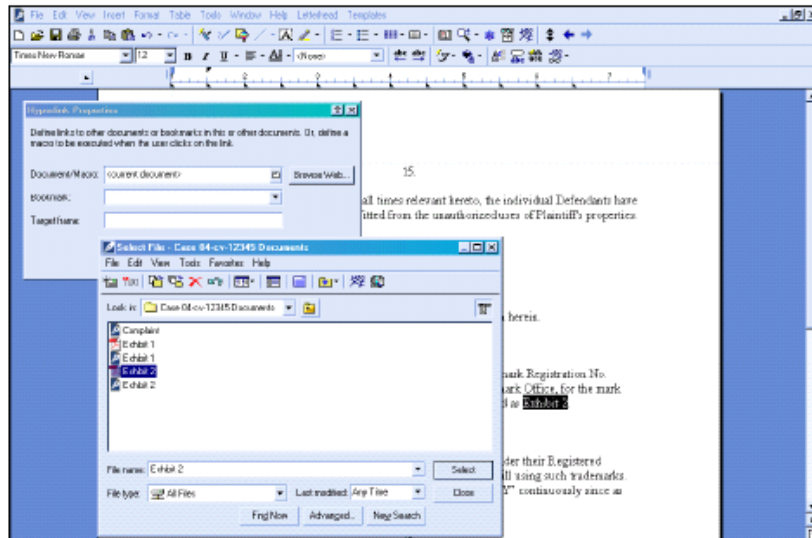
6.2.1 Using WordPerfect to Create Hyperlinks between Documents Filed in the Same Event

1. Create the secondary WordPerfect document(s), (i.e. the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF.
2. Create/open the main document (i.e., the document that will have the hyperlink to the second document).
3. Select the text in the main document that will be displayed as the hyperlink. Click **Tools** on the toolbar and select **Hyperlink** from the dropdown selection list. The Hyperlink Properties box is displayed.



4. Click the *Folder icon* next to the *Document/Macro* field.

5. Navigate to the folder in which the secondary document you wish to link to is located (i.e. the local path name). Highlight the file and click the **Select** button. (Note: the file selected as the link must be in **.pdf** format.)



6. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>**, e.g. **Exhibit2.pdf?page=23**.
7. Click **OK** in the Hyperlink Properties box. The hyperlink text will be underlined.
8. Save the main WordPerfect document. Publish the document to PDF.
9. Docket an event in CM/ECF and upload the main document and attachments as usual.

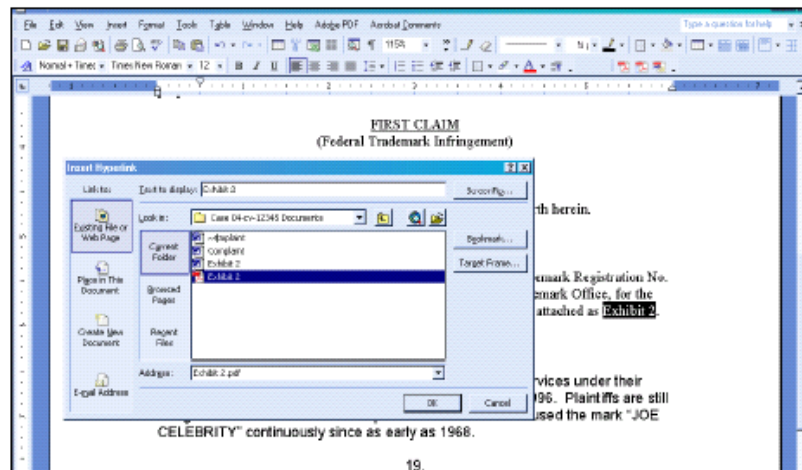
6.2.2 Using Microsoft Word to Create Hyperlinks between Documents Filed in the Same Event

1. Create the secondary Word document(s) (i.e. the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF.

2. Create/open the main document (i.e. the document that will have

the hyperlink to the secondary document).

3. Select the text in the main document that will be displayed as the hyperlink. Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.
4. Navigate to the folder in which the secondary document you wish to link to is located. Highlight the file and click the **OK** button. (Note: the file selected as the link must be in PDF format).



5. The name of the selected file displays in the *Address* field. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter ?page=<page number>, e.g. Exhibit2.pdf?page=23.
6. Click the **OK** button and the dialog box will close. The hyperlink text will be underlined.
7. Save the Word document. Publish the document to PDF using Adobe Acrobat.
8. Docket an event in CM/ECF and upload the main document and attachments as usual.

Accessing documents via a cross-document hyperlink works the same as when documents are accessed via a document number hyperlink in a report or query.

If you click on a hyperlink to a CM/ECF document but have not logged into CM/ECF, a PACER login screen is presented before the document can be displayed. Once you have logged in to CM/ECF as a PACER user, this login ID will provide access to documents on other CM/ECF servers for the duration of the browser session, or until you log out of the CM/ECF application. The billing receipt and confirmation will be displayed if you are logged in with a PACER account before the document can be displayed.

If a document is restricted for any reason, you must log into CM/ECF with your attorney login ID and have the appropriate access rights to the document. If a hyperlink to a restricted document is created in a document stored at another court location (another server), the hyperlink will not access the document from the other server.

If you do not have access rights to a document, or a document cannot be found, an applicable message will be displayed.

6.4 PACER Billing Scenarios for Attorneys

When a PACER user accesses a document for the first time via the Notice of Electronic Filing (NEF), he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee.

When a PACER user accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink.

If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves. The following note was added to the document submenu: **“To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view CM/ECF documents from hyperlinks within the documents.”**

If you do not have your PACER login already linked to your CM/ECF login, you will be prompted for your PACER login for the first document you try to view.

7. Docketing

7.1 Displaying Document Paths

The full path and filename for any uploaded documents will be displayed on the Final Docket Text screen during docketing. This allows you to confirm that the proper documents have been uploaded for the docket entry.

7.2 Requiring a Description when Filing Attachments

When you add an attachment to a document via docketing, you must either select an attachment category or enter a description, or both, before continuing.